

CEA



CAREER EXECUTIVE ASSIGNMENT

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EXAMINATION ANNOUNCEMENT

DEPARTMENT

TRANSPORTATION

POSITION TITLE

CHIEF, DIVISION OF BUDGETS
(Sacramento – Headquarters)

LEVEL

CEA 3
(Salary Range \$8594-9476)

*An appointment salary higher than the maximum range for a CEA 3 up to \$10,520 for a Supervising level engineer is supported by the Department and requires approval of the Department of Personnel Administration.

FINAL FILING DATE

DECEMBER 15, 2009

DUTIES/RESPONSIBILITIES

- Develops and implements policies to coordinate the Fund Estimate used as the basis for the State Transportation Improvement Program (STIP) as required in Senate Bill 45. This requires forecasting all state and federal revenues and expenditures expected over the STIP cycle. The position develops budget policy that sets priorities for the use of limited transportation resources.
- Administers the Governor's Budget for Transportation, authorizing work to be accomplished by the Department, expenditure levels, and fund sources. Additionally, provides leadership and ensures continuity between strategic and business planning efforts and the budget process.

- Provides leadership to manage the finances involved in funding the completion of the Seismic Retrofit Program including, construction of the new San Francisco-Oakland Bay Bridge. Develops capital financing plans that authorize cash obligations and set cash obligation priorities, continuously monitors cash balances, projects short and long term cash needs and recommends appropriate action on pending project allocations to ensure solvency.
- Controls the obligations of federal funds to ensure these funds are used at maximum advantage for California; funding priorities and timing to allow maximum construction of projects, including local funds, at the earliest possible dates.
- Reviews all proposed legislation for financial impact and proposes changes to address Department concerns.
- Represents the Department in resolving annual budget issues with the Department of Finance, Legislative Analyst's Office and legislative staff. Maximizes the utilization of all incoming and outgoing cash resources which involves multiple-year cash forecasts and cash expenditure budgets. Establishes cash management exception policies and is responsible for decisions to redirect resources as warranted.
- Develops financial and policy resolutions for project and program allocations involving the California Transportation Commission.
- Serves as the Department's liaison on financial matters with other state departments, local and regional transportation agencies, the Federal Highway Administration, other states, and private industry.
- Serves as the Department's budget expert and represents the Department before the CTC on budget issues on a monthly basis.
- Advises the Chief Financial Officer on the full range of issues related to the Finance programs.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Experience in positions at the Supervising Transportation Engineer, Supervising Transportation Planner, or Staff Services Manager III level or higher that developed the following qualifications:

- Demonstrated knowledge in managing the application of state and federal project laws and regulations relative to the information security assets of the state highway system.

- Broad and comprehensive knowledge of the Department's transportation roles and responsibilities.
- Demonstrated ability in the management of large budgets; administration of large organizations; and setting performance measures to assure accountability.
- Knowledge of federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, represent the Department in advanced transportation systems matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and maintain performance measures.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Good oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final filing. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates applying for the examination. Interviews may be conducted at the discretion of the appointing power. If interviews are conducted, only the top candidates will be interviewed. Each candidate shall be notified in writing of the examination result.

SCREENING CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the screening are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
 - List state and federal resource agencies.
 - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Supervising Transportation Engineer, Supervising Transportation Planner or Staff Services Manager III.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting,

explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).

- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original state application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the screening criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037
Or via email: Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. December 15, 2009. Interagency mail received after this date will not be accepted.

Application packets may be emailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.